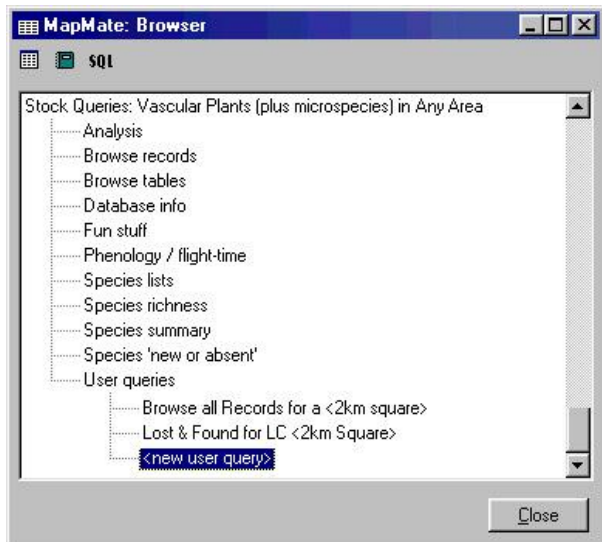# Procedure for copying a new user query

1. From the main screen toolbar, select 'Analysis'

2. From the 'Stock Queries' tree, find <new user query> and double-click on it.

```
MapMate: Browser                    _ □ ×
   SQL

Stock Queries: Vascular Plants (plus microspecies) in Any Area
    Analysis
    Browse records
    Browse tables
    Database info
    Fun stuff
    Phenology / flight-time
    Species lists
    Species richness
    Species summary
    Species 'new or absent'
    User queries
        Browse all Records for a <2km square>
        Lost & Found for LC <2km Square>
        <new user query>
                                        Close
```

3. Enter a suitable name for the query (in this example "Count records by tetrad" will do) then click OK.

```
New User Query
Enter a name for your new user query...
Count records by tetrad
                              OK      Cancel
```

4. The SQL edit window will appear displaying a basic query. Highlight all the text. One way of doing this is to click somewhere on the text with the right mouse button and select 'Select All' from the pop-up menu. Hit the [Delete] key to clear the SQL window.

```
Count records by tetrad             _ □ ×
   SQL

SELECT Count(*) AS [Total Records]
FROM Records;



                                        Close
```

5. Copy the supplied SQL text. In this example, select and copy the text from the box below:

```
SELECT Sites.[2kSquare],
Count(Records.[*Taxon]) AS [Record
Count]
FROM Records LEFT JOIN Sites ON
Records.[*Site] = Sites.[ guk]
GROUP BY Sites.[2kSquare]
HAVING (Sites.[2kSquare] <> "")
ORDER BY Sites.[2kSquare];
```

Make sure you select and copy all the text as SQL *is very particular about syntax and punctuation.*

6. Paste the text into the SQL window, i.e. click on the right mouse button and select 'Paste' from the pop-up menu.

```
Count records by tetrad             _ □ ×
   SQL

SELECT Sites.[2kSquare],
Count(Records.[*Taxon]) AS [Record Count]
FROM Records LEFT JOIN Sites ON
Records.[*Site] = Sites.[_guk]
GROUP BY Sites.[2kSquare]
HAVING (((Sites.[2kSquare])<>""))
ORDER BY Sites.[2kSquare];

                                        Close
```
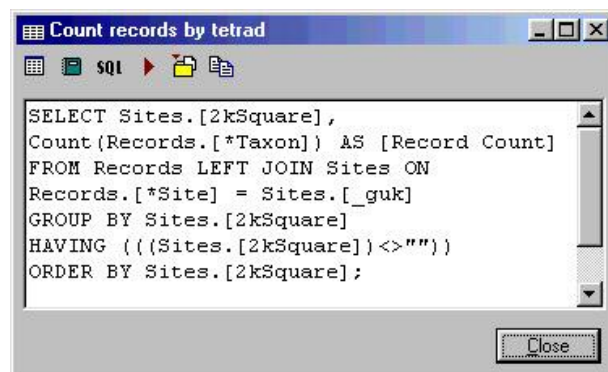
7. Click on the 'Save Query' button and click 'OK' on the confirmation dialog box.

```
Save Query                               ×
   ?   Please confirm Save - This will overwrite current query:
       'C:\Count records by tetrad'
                  OK          Cancel
```

8. Click on the 'Re Run Query' button and you should see a simple list of tetrads tabulated with the number of records entered for them.

The query will have been added to your user queries list so you can run it again at any time. If you wish to remove it, highlight the name in the tree, click on it with the right mouse button and select 'Delete Query' from the pop-up menu.